



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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May 8, 2017

MEMORANDUM

TO: Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: William J. Hussey, Director *WJH*
Exceptional Children Division

SUBJECT: Application for 2017 Summer Tuition Reimbursement

Please provide the attached tuition reimbursement application to lateral entry or provisionally licensed teachers who are seeking to become fully certified in the education of children with disabilities. *Review this memo carefully to ensure understanding of timelines associated with the application submission and the documentation required (grade report, payment receipt for course). Only fully completed applications signed by the LEA Exceptional Children Director/Lead Administrators will be considered.*

Limited summer tuition awards are available for special education teachers working toward meeting provisional or lateral entry license requirements. Under this program, employed bachelor level special education teachers holding a current and verifiable provisional or lateral entry license may apply for tuition reimbursement. The reimbursement is for the cost of **one** approved **summer** course up to \$140.00 per semester hour for Summer Session 1 and/or Summer Session 2 with a **final grade of "B" or higher**. The reimbursement is made from the Exceptional Children Division directly to the applicant after approval and upon receipt of all required documentation by the deadline (receipt and grade report). If the tuition is above the \$140.00 per semester hour rate, it will be the responsibility of the recipient to pay the difference. These awards are made on a "first come, first serve" basis until the federal grant funds are exhausted. Submission of an application does not guarantee approval for reimbursement.

The Exceptional Children Division requests assistance from Directors/Lead Administrators to help us avoid double funding participants. Whenever possible, teachers should seek funding through local sources or university grants. Doing so will permit this grant to help more teachers who do not have any other funding source.

Copies of this application packet may be reproduced as needed and will also be posted on the Exceptional Children homepage <http://ec.ncpublicschools.gov/finance-grants/tuition-reimbursement/>. Applications for **Summer allocation awards must be received by August 18, 2017, with supporting documentation including proof of tuition payment and grade report of "B" or higher by September 15, 2017**. For additional information concerning this program, contact Carol Moffitt at (919) 807-3997 or carol.moffitt@dpi.nc.gov.

WJH/CM/ds

Attachment

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

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